

## SECTION 9.0 OTHER FILINGS

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### 9.1 Overview

Events under Other Filings are accessible by menus created by event type. This menu offers events for ADR Documents, Discovery Documents, Notices, Trial Documents, Appeal Documents and Other Documents. See [Appendix A](#) for a complete list of the available events. Procedures for filing these events are straightforward and similar to other documents: select the event, select the attorney, select the party, and link party filer. Events of note are further described below.

### 9.2 Notices

Depending on the event chosen, the user may need to add or terminate an attorney.

### 9.3 Trial Documents

The procedure for filing trial events is similar to all other documents; select case, select filer. The next screen permits the user to choose what type of trial event to file.

Select the type of trial event to be filed from the drop down list. Multiple trial events may be selected simultaneously. See [Appendix A](#) for a complete listing of available trial events.

### 9.4 Appeal Documents

The Notice of Appeal event is used for appeals to the Ninth Circuit as well as patent and trademark appeals to the Federal Circuit. See [Appendix A](#) for a complete list of available appeal events.

### 9.5 Other Documents

The Other Documents menu contains various events that are not easily categorized. Select the event, select attorney, select party, and link party filer. Select the type of event to be filed from the drop down list. See [Appendix A](#) for a complete list of available events. Multiple events may be selected simultaneously.

#### (a) Proposed Documents - Attorney filers

##### 1. Proposed Forms of Orders or Judgments

Unless otherwise requested by the court, proposed forms of orders or judgments shall be docketed and served and clearly identified as proposed documents. (See [LR 100.10\(a\)](#).)

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### 2. **Proposed Amended Pleadings**

When leave of court is sought for filing an amended pleading or document, first choose the appropriate motion event. The proposed amended pleading is to be filed as an attachment to the motion event. The attachment description must be "Proposed Document". (See [LR 100.10\(b\)](#).)

### 3. **Proposed Jury Instructions**

In addition to electronic filing, proposed jury instructions, verdict forms and voir dire questions must be submitted on a 3.5 inch diskette or CD Rom in WordPerfect or ASCII text format. A judge may also direct that these documents be electronically mailed to chambers. Select the event Jury Instructions. Select "Proposed" from the prefix box in the docket text modification window. (See [LR 100.10\(c\)](#).)

### 4. **Proposed Pretrial Order**

This event is located on the Other Documents Menu. The text of the event reads: "Proposed Pretrial Order Lodged." The entry requires the attachment of a .pdf file and will be assigned the next consecutive document number.

#### (b) **Proposed Documents - Court Users**

Court staff must post conventionally filed proposed documents to the system. When doing so, the "Conventionally Filed" PDF document is used.

#### (c) ***Ex parte* Submissions**

*Ex parte* submissions to the court should not be made electronically.

#### (d) **Consents to Proceed Before a Magistrate Judge**

Individual party consents to proceed before a magistrate judge are not to be posted by an attorney to the system and shall be conventionally filed ([See LR 100.17\(d\)](#)).